



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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WENDY L. WATANABE
AUDITOR-CONTROLLER

December 20, 2013

TO: Mark J. Saladino
Treasurer and Tax Collector

FROM: Wendy L. Watanabe
Auditor-Controller

A handwritten signature in blue ink, reading "Wendy L. Watanabe", is written over the printed name and title.

SUBJECT: **TREASURER'S OCTOBER 21, 2013 CASH COUNT**

Pursuant to Government Code Sections 26920 and 26922, the accounts and records of the County Treasurer are examined each quarter. The first phase of these examinations is counting the Treasurer and Tax Collector's (TTC) teller and vault cash, and electronic transit/bus cards.

We conducted a surprise cash count as of the close of business on October 21, 2013. The teller cash, vault cash, and electronic transit/bus cards we counted agreed with TTC's records (see Attachment).

We thank TTC personnel for their cooperation; it resulted in a smooth and efficient cash count. Please call me if you have any questions, or your staff may contact Robert Smythe at (213) 253-0101.

WLW:AB:RS:TK

Attachment

c: Audit Committee

**LOS ANGELES COUNTY TREASURER AND TAX COLLECTOR
SCHEDULE OF COUNTED CASH
AS OF THE CLOSE OF BUSINESS ON OCTOBER 21, 2013**

TAX COLLECTOR – REGULAR REVOLVING FUND

<u>Description</u>	<u>Per Review</u>	<u>Per TTC's Records</u>	<u>Overage (Shortage)</u>
Change Fund Assignments:			
Teller #1	\$ 300.00	\$ 300.00	\$ 0.00
Teller #2	300.00	300.00	0.00
Teller #3	300.00	300.00	0.00
Teller #4	300.00	300.00	0.00
Teller #5	300.00	300.00	0.00
Teller #6	300.00	300.00	0.00
Teller #7	300.00	300.00	0.00
Teller #8	<u>300.00</u>	<u>300.00</u>	<u>0.00</u>
Total Change Fund	2,400.00	2,400.00	0.00
Cash on Hand	2,400.00	2,400.00	0.00
Receipts & Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	<u>\$ 4,800.00</u>	<u>\$ 4,800.00</u>	<u>\$ 0.00</u>

TREASURER AND TAX COLLECTOR'S CASH

<u>Location/Description</u>	<u>Per Review</u>	<u>Per TTC's Records</u>	<u>Overage (Shortage)</u>
Vault Cash	\$ 4,619.50	\$ 4,619.50	\$ 0.00
Auction Change Fund (1)	75,000.00	75,000.00	0.00
Total Collections	<u>417,971.97</u>	<u>417,971.97</u>	<u>0.00</u>
TOTAL	<u>\$ 497,591.47</u>	<u>\$ 497,591.47</u>	<u>\$ 0.00</u>

- (1) We were unable to verify or physically count \$75,000 of TTC's total cash on hand because these funds had been removed from the vault and taken to TTC's public auction for the cashiers to use as change. As a result, we used alternative procedures (i.e., interviews with TTC staff, review of appropriate documentation) to satisfy ourselves as to the existence of these funds. Based on our review, it appears that the TTC had proper controls in place to adequately account for these funds.

OTHER COLLECTIONS

<u>Description</u>	<u>Per Review</u>	<u>Per TTC's Records</u>	<u>Overage (Shortage)</u>
Miscellaneous Collections	\$ 0.00	\$ 0.00	\$ 0.00
MTA Inventory: Transit Access Passes	<u>88.00</u>	<u>88.00</u>	<u>0.00</u>
TOTAL	<u>\$ 88.00</u>	<u>\$ 88.00</u>	<u>\$ 0.00</u>